



**ICEA Executive Committee
Minutes
June 11, 2008**

Members Present: Troy McCarthy, Jane Borst, Carrie Sodders, LauraBelle Sherman-Proehl, Mary Nelson

Members Present/Connected by Conference Call: Kelly Hancock, and Mary Stevens

Excused: Julie Curry, Mary Nelson, and Brian Wilkes

Staff: Lisa Sharp, Susan White, Marion Kresse, Kelly Schulte, Barb Khal

Description

Troy McCarthy called the meeting to order and introductions were made.

Approval of April 9, 2008 Minutes:

There was a motion for approval of the April 9, 2008 Executive Committee minutes. The minutes of April 9, 2008 Executive Committee were approved as submitted.

The Executive Committee and Iowa Council for Early ACCESS (ICEA) minutes have all been placed on the Department of Education Website.

Lead Agency & Signatory Update:

ICEA Council Membership Update:

Kelly shared the names that were put forward to the Governor to be appointed to the ICEA. To fill a parent position the candidates are; Jodi Angus, Nicki Varble, Stacy Kramer and Sara Freiberg. To fill 3 provider positions, the candidates are; Michael Acarregui, Kristine Zenk, Beth Troutman, Jennifer Lightbody and Amy Strim.

Lead Agency:

Memorandum of Agreement Update:

LauraBelle informed everyone that the Memorandum of Agreement has been signed by all partners.

OSEP Update:

LauraBelle received a letter from OSEP indicating that we were given the “Meets Requirements” determination for the second year.

Medicaid Update:

LauraBelle announced that Iowa will proceed with the April 2009 Medicaid implementation.

Procedure Manual Update:

Mary Stevens indicated that they have a draft for the Early ACCESS Chapter of the Procedures manual. The Directors are in the process of finalizing the chapter and will develop training for release in January 2009.

Department of Human Services Update:

Mary Nelson provided an update from the Department of Human Services (DHS):

1. Kevin Concannon has announced his retirement.
2. Iowa Medicaid Enterprise (IME) is moving ahead with state rule making for the recent Medicaid rule changes.
3. DHS is planning to expand the Children at Home program to underserved parts of the state.
4. DHS childcare staff members are working on rules based on legislative changes regarding childcare homes and other licensing requirements.
5. Childcare wrap-around RFP was released on June 6, 2008. DHS staff will be seeking individuals to read grants in July. Contact Michelle Muir at 281-6871 if interested.
6. Effective October 1, 2008, the maximum childcare assistance ceiling rate for registered and licensed childcare providers will be raised by 2%.

Child Health Specialty Clinics (CHSC) Update:

Nutrition Services:

Tonya Krueger, RD, has been hired to fill the nutritionist position to deliver nutrition services via webcams. All Registered Dietician positions have now been filled.

CHSC and Iowa Department of Public Health (IDPH) collaborated to produce a training resource for Early ACCESS (EA) partners regarding making appropriate nutrition referrals. The training will be DVD-based and will likely be distributed in late summer. Kelly Schulte and Jody Kealey collaborated on the project using empowerment funds.

Iowa City-based Service Coordinator:

CHSC has hired a service coordinator (SC) to work with the University of Iowa Hospital Center (UIHC) High-Risk Infant Follow-up and continuity of Care Programs. The SC will assure that families seen at the UIHC are appropriately referred to EA in local communities and will provide service coordination to children with complex medical needs.

All CHSC Regional Center service coordinator positions are filled. A potential Des Moines position may be filled next year.

CHSC Grant:

CHCS is submitting a grant to the Maternal and Child Health Bureau for improving services for children and youth in Autism Spectrum Disorder. Approximately five states will receive awards of \$300,000 per year for a three-year period.

Department of Public Health Update:

Evaluation Tool Consistency:

A total of 86 service providers were trained to use the Developmental Assessment of Young Children (DAYC) tool in the 07-08 contract year.

Health Related Topics:

Nutrition/PEACH Screening Tool DVD training completed. DVD's are being copied and will be distributed by early July.

Birth to Three Vision Screening Training will be held on Monday, June 16. There are 197 people registered and many requesting the DVD of the training.

08-09 RFP:

A letter of Intent was submitted to Community Empowerment on June 2, 2008. In process of writing RFP, this will include Evaluation Tool Consistency, Health Related Topics and Training on Quality Development Screening Tool.

Title V Service Coordination Implementation:

Two Title V files were pulled for the I-STAR review and both passed. Record reviews still continue. Agencies are both training new staff and "back-ups" as required by their new contract. Six attended the last Module 3 Service Coordination Training.

IDPH Policy and Procedures were held on June 5-9 and new service coordinators attended.

In July, updated paperwork/resources CD Rom will be sent out along with copies of recent DVD trainings and professional development materials.

Central Point of Contact:

There were a total of 93 contacts made during January-April through Early ACCESS Iowa. Plans for the second quarter includes: working with Iowa Department of Human Services Early ACCESS Consultant to add the social worker name to the Child Abuse Prevention and Treatment (CAPTA) mailing information to better assist the Early ACCESS Service Coordinators connect with families.

Satisfaction Surveys:

In the first quarter there were a total of 93 referral contacts made to Early ACCESS Iowa. Of the 93 referrals, 51 satisfaction surveys were sent out to monitor program quality

assurance. A total of 20 surveys were completed via a mailed survey or phone call. Of the contacts made to Early ACCESS Iowa, 100% of the contacts were satisfied with the services provided by Early ACCESS Iowa staff.

Iowa Project Launch (Iowa has applied to get this grant):

Iowa's Project Launch develops infrastructure to establish an early childhood mental health system of care, implements evidence-based family support services, and promotes sustainability and spread of best practices for development of a comprehensive system.

Iowa's Project Launch targets families of children ages 0-8 in Polk County with a focus on low-income and minority populations who are traditionally underserved. The purpose of Iowa's Project Launch is to implement supports for positive social-emotional development for Iowa's youngest citizens and their families.

Policy Discussion:

Informal System Concerns:

LauraBelle shared the section from the Procedures Manual on Infrastructure Concerns, the Report form and the Resolution form.

Future discussion will focus on the use of tools that have been developed. Committee will also discuss infrastructure concerns process at next meeting.

1st Five concerns: see addendum

Regional Grantee Improvement Planning Retreat:

On June 17-18, AEAs will be meeting with DE staff, focusing on data profile and develop plans to meet targets for both Part B and C of the State Performance Plan.

Plan for Upcoming Committee/Council Meetings:

Executive Committee/July 23: 2:00-4:00

This meeting will take place as a Conference Call for all members.

ICEA Council/September 18-19:

There will be a new member orientation and dinner on the evening of September 18th. The Council will meet on Friday, September 19.

Adjournment:

Troy adjourned the Committee meeting.